

PROCESS ACTIVITY - OBTAIN MANAGEMENT ENDORSEMENT (APPROVAL)

Activity	Obtain Management Endorsement (Approval)
Description	Obtaining management endorsement of the Project Management Plan is a step in the Project Management Process. In the context of cost estimating, the baseline cost should be endorsed by management as part of the Project Management Plan. As estimated costs are updated, management approval will be required with respect to adjustments to the baseline cost.
Inputs	Revised Estimate Package <ul style="list-style-type: none"> • Total project cost estimate (could be reported as a range of project costs or a single project cost) • Revised Estimate Basis and Assumptions Project Management Plan Online Guide (Endorse the Plan)
Technique and Tools	Management Endorsement Template
Steps	<ol style="list-style-type: none"> 1. Prepare Estimate Summary In this step, the estimator would focus on preparing an executive level summary of the project cost estimate including the project scope, costs, schedule, risk, basis and assumptions for approval by Region/HQ management. 2. Obtain Management Approval This step would include reviewing the major elements of the estimate package (executive summary) with various levels of Region and HQ Management and obtaining endorsement of the project estimate. 3. Release Project Cost Estimate In this step, the project cost estimate is released for use in the Communication Plan or incorporating into the budgeting and programming process.
Products	Approved total project cost (could be reported as a range of project costs or a single project cost)
Guidance	<ul style="list-style-type: none"> • An estimate summary should be short and concise focusing on the major elements of the estimate, key assumptions and bases behind the cost estimate. • The entire project team and management can endorse the cost estimate by using the Management Endorsement Template.